



## CYRUS DALLIN ART MUSEUM Minutes



Date: Tuesday, March 14, 2023  
Time: 7:00pm  
Location: Conducted by Remote Participation

Members present: Sarah Burks, Geraldine Tremblay, Susan Gilbert (out at 8:33pm), Mark DeCew, Amy Moyer, Tracy Skahan, Chris Costello

Others present: Peter Middleton, Chuck Luca, Emma Bresnan (out at 7:46pm), Heather Leavell

Start @ 7:08pm

### Minutes:

#### 1. Welcome

S. Burks welcomed everyone to the meeting.

#### 2. Summary of Action Items from last meeting

##### C. Luca reviewed the AI's

- Alarm system/doors: H. Leavell hasn't heard back from the town regarding the alarm permissions. She is going to have to reach out to Mary.
- ACMI promotions: G. Tremblay said that she hasn't spoken to them. ACMI is going to work with Jim to record his oral histories. Michael is working with Jeff but she doesn't have much information yet. She does have a zoom meeting with Michael tomorrow. C. Luca heard from Jeff Barnd and he said that they are going to talk at their next meeting about building out a Dallin Art Museum folder on their website.
- Calendar sharing: E. Bresnan has been using it and finds it helpful/useful. S. Burks will add events to it and resend to all.
- Gift shop replenishment: No update yet. M. DeCew did say that they had a visitor looking for a book but had to turn them away. H. Leavell said that we can put the books back out and will work with E. Bresnan on showing folks how to use the iPad. G. Tremblay suggested some postcards with some of our images on them. E. Bresnan suggested that maybe we could look for indigenous artists and S. Burks suggested that maybe we do some bookmarks.
- Remaining building issues: H. Leavell said that they are waiting for the person from the carpentry department to install the door. Jim Feeney is working on the storm door. They are looking for a special-size brick that will fit in the hearth. Paul Revere Gallery door has been fixed. Wheelchair access to the back is actually ADA-compliant but will add a threshold. H. Leavell did ask about outside

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outlets and suggested that, while we are having wiring done for the statue and maybe at that time, we can coordinate the two new outlets.

- Modern is still in process.

### **3. Operations/Facilities**

- Building update: Done under AI's

### **4. Approvals & Consents**

Minutes held until next month.

No reimbursement requests.

### **5. Volunteers' Report**

- General Volunteer Update and Recruitment Plan: E. Bresnan shared the volunteer and tour updates. We changed the term from docent to tour guide. They are going to do a push for volunteers. E. Bresnan has a list of places where they are going to put flyers and is open to suggestions. They could use help posting them around town and in neighboring towns. A. Moyer said that she would take a stack of flyers and post them. Hoping to make a more official tour guide handbook. We have a new volunteer, Nancy Katz, and are looking to cover Annemarie's shift since she is stepping back.

### **6. Digital Programs & Outreach**

- Online Metrics: N. Blanton has started tracking our followers on Eventbrite. We use it for the walking tours and other programs that we take reservations for but we don't normally use it for other events. H. Leavell will look into seeing if we can just advertise events vs. having to have registration.
- New followers, trends: S. Burks shared the followers and trends. M. DeCew said that he knows Jonathan Fanning; he gives Freedom Trail tours.

### **7. Calendar of Upcoming events / Program Planning**

- Calendar of 2023 Events / Program Planning: S. Burks shared the calendar and we reviewed same. We discussed C. Costello's event this coming Saturday plus the other events listed on the calendar. We discussed the cost for AOTG application fee and decided to raise it.

### **8. News Media & Publicity**

- News Releases—S. Gilbert reviewed the press releases she is working on/worked on. She also shared an email that she is going to forward about an AMCI March 23<sup>rd</sup> event.

### **9. Arlington Engagement**

- Planning Department Update: No update. H. Leavell met with DJ Beauregard, the new Economic Development Coordinator.

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10. All Other Business – (20 min)
- Board of Directors updates
    - Indigenous terminology doc.
      - H. Leavell said that she and E. Bresnan did a document with the Indigenous terminology and it will be in tour guide resources folder. She will also think about where else it should live (website?).
    - Transfer of jurisdiction of JC House from Redevelopment Board to Town Manager, Warrant Article #23
      - E. Aamodt noticed that this article and H. Leavell found out that it does make sense to transfer to the Town.
    - Signage for Hunter and Flagstaff
      - H. Leavell said that she discussed with the board of directors that we should have this signage. C. Luca suggested that we could have some QR codes.
      - H. Leavell is still working on getting the permit for the banner.
      - H. Leavell found a company to do the concrete pad for us.
      - Tony Vogel is going to help us design the pedestal.
  - Committee Updates - Sign, Collections
    - Collections Committee is meeting next week.
  - Open Forum
    - G. Tremblay asked for a copy of the Annual Report sent to the town.

11. Identify new Action Items

None

Meeting adjourned at 8:53pm.

Next meeting is scheduled for April 11 at 7pm.